

Community Development Block Grant
Community Advisory Committee
Member Contact Sheet
Program Year 31 - 2005

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City of Takoma Park, Maryland Community Development Block Grant Citizens Advisory Committee (CAC)

CAC Mission

The primary mission of the CAC is to promote and facilitate the building of socially, environmentally, and economically healthy communities among the low income residents of Takoma Park.

To achieve this mission the CAC will perform three functions, which are consistent with the Committee's purpose articulated in the CDBG authorizing legislation enacted by the U.S. Congress. These three functions can be succinctly described as needs assessment, recommendations, and evaluation.

Needs Assessment

First, the CAC will seek to identify needs and document conditions regarding the social, economic and environmental health of the low income communities of Takoma Park. These needs and conditions will be documented by three sources.

The first is to go out and meet directly with low income residents to determine community needs as they experience them. The committee might meet with participants of a low income home ownership preparation class, and/or a meeting of low income tenants in one of CASA de Maryland's tenant education classes. We would ask about their concerns about safety, economic opportunities, housing conditions, and what hardships they face living in this community. We would also ask about their hopes, goals and ambitions for building a better community in Takoma Park.

A second source would be soliciting input and observations of individuals and institutions that serve, work with, and represent the low income population. We could ask for their perspective on what low income residents want and need as well as what conditions and needs they have observed at a broader institutional level in seeking to serve or represent low income residents.

A third source is by gathering information and data on housing, quality of life, and other indicators of social, economic and environmental health of Takoma Park and nearby neighborhoods. Some information might be available from government agencies, and local nonprofit organizations. Some might need to

be purchased from private sources. Some might be gathered by the community or by students. For example, we might work out an arrangement with a Columbia Union College class to design and conduct a survey as an academic learning project that might help us get information on the needs and conditions of Takoma Park residents.

Recommendations

The CAC will make recommendations to the City Council and Mayor to address the needs of the low income community in Takoma Park. This will include recommendations on specific CDBG funding proposals, as well as other components of housing, economic, and community development proposals and strategies relating to the low income communities in Takoma Park. The CDBG is one of the largest, but not the only source of funds affecting low income communities. For example, Takoma Park recently won a \$175,000 grant from the State's community legacy program to preserve and improve the City's housing, social and economic assets. The CAC might make recommendations regarding this and other programs or projects as they relate to the needs and interests of low income residents.

Evaluation

The CAC will evaluate and monitor CDBG funded programs and other programs and projects that are intended to serve, or that significantly affect the low income residents of Takoma Park. Evaluating existing programs and projects is an important function identified in the federal legislation regarding the CAC. In this function CAC members in teams of two or three might visit the site of a functioning CDBG funded project to observe how CDBG money is being used and collect documentation about issues of concern. The visit will enhance accountability among grant recipients and provide valuable information that might influence decisions on funding future proposals.

Membership

The CAC will be an open committee. This means that anyone can attend meetings and have an equal opportunity to participate. Voting participation, however, will be limited to those who have demonstrated a commitment to participation sufficient to warrant knowledge of the issues and projects on which we are voting. To vote on CDBG project recommendations, for instance, would require attendance of meetings where the projects were presented and discussed. We should also continue to make efforts to recruit low income individuals or individuals who represent low income communities in some capacity.

CDBG Proposal Schedule

Action	Month									
	March	April	May	June	July	August	September	October	November	
CAC initial meeting to discuss recruitment & priorities										
Update City Website										
CAC meets with council to discuss PY 31 (2006) priorities										
Mailing to community groups - letter from Chair										
Outreach to community groups - attend community meetings										
Newspaper ads, announcements & articles re: CDBG										
Public Hearing for Project Year 31 allocation										
Call for proposals										
Second mailing to community groups - flier										
Technical assistance for proposals										
Third mailing to community groups - flier										
Proposal deadline										
Staff proposal review & copy										
Staff mail proposals to CAC members										
CAC proposal review										
Proposal presentations										
Selection of proposals										
Council presentation										
Council vote										
Selection notification										
Final Proposals due to Montgomery County										

CDBG Proposal Schedule for 2004	
ACTION	TIMELINE
CAC initial meeting to discuss recruitment & priorities	March 1st - April 30th
Update City Website	March 1st - May 1st
CAC meets with council to discuss PY 31 (2006) priorities	May 3rd
Mailing to community groups - letter from Chair	May 18th - 22nd
Outreach to community groups - attend community meetings	May 18th - August 30th
Newspaper ads, announcements & articles re: CDBG	May 24th - August 30th
Call for proposals	Begins June 1st
Public Hearing for Project Year 31 allocation	June 7th
Second mailing to community groups - flier	by June 30th
Technical assistance for proposals	June 1st - August 30th
Third mailing to community groups - flier	by July 30th
Proposal deadline	August 30th, COB, 5 p.m.
Staff proposal review & copy	August 30th - September 2nd
Staff mail proposals to CAC members	September 3rd
CAC proposal review	September 7th - 25th
Proposal presentations	September 27th - October 8th
Selection of proposals	October 11th - 15th
Council presentation	October 18th
Council vote	October 25th
Selection notification	November 1st
Final Proposals due to Montgomery County	November 1st

CDBG PROJECT STATUS

<u>PY 28 (2003)</u>	<u>Amount</u>	<u>Status</u>
FINCA (Economic Development)	\$15,000	Re-programed to streets
CASA de Maryland (Neighborhood Organizing)	\$10,000	Project in progress
Street Enhancements	\$242,000	Expended - Reimbursed
Takoma Park Presbyterian Church (Renovation)	\$11,000	Project in progress
Boys' and Girls' Homes (Renovation)	\$7,900	Project in progress
Takoma Park Family Resource Center (Rent)	\$14,400	Expended - Reimbursed
Essex House/CPDC Computer Center (Renovation)	\$8,700	Will expend by 6-30-04
Total	\$167,000	
<u>PY 29 (2004)</u>		
Columbia Union College (Elderly Health Care)	\$8,000	Contract pending
Street Enhancements - Maple Avenue (Construction)	\$141,950	Pending - November 2004
Takoma Park Community Organizer (Service)	\$17,050	Begins July 1, 2004
Total	\$167,000	
<u>PY 30 (2005) - Approved by Council October 2003 - Contract expected January 2005</u>		
Street Enhancement Projects - City of Takoma Park Public Works Department	\$125,000	
Takoma Park Boys' and Girls' Club	\$ 12,525	
CSAFE - City of Takoma Park Police Department	\$ 12,525	
Montgomery County Housing Rehabilitation Program	\$ 16,950	
Total	\$167,000	

CDBG Projects Funded Project Years 27, 28, 29 and 30 (2002-2005)

PY 27 (2002)

Takoma Park Community Center (Construction)	\$141,950
Community Organizing Position (Service)	\$ 25,050
Total	\$167,000

PY 28 (2003)

FINCA (Economic Development)	\$15,000
CASA de Maryland (Neighborhood Organizing)	\$10,000
Takoma Park Community Center Computer Center (Construction)	\$100,000
Takoma Park Presbyterian Church (Renovation)	\$11,000
Boys' and Girls' Homes (Renovation)	\$7,900
Takoma Park Family Resource Center (Rent)	\$14,400
Essex House/CPDC Computer Center (Renovation)	\$8,700
Total	\$167,000

PY 29 (2004)

Columbia Union College (Elderly Health Care)	\$8,000
Takoma Park Community Center Computer Center (Construction)	\$141,950
Takoma Park Community Organizer (Service)	\$17,050
Total	\$167,000

PY 30 (2005)

Street Enhancement Projects - City of Takoma Park Public Works Department	\$125,000
Takoma Park Boys' and Girls' Club	\$ 12,525
CSAFE - City of Takoma Park Police Department	\$ 12,525
Montgomery County Housing Rehabilitation Program*	\$ 16,950
Total	\$167,000

CDBG Eligible Areas



SILVER SPRING

LANGLEY PARK

DISTRICT
OF COLUMBIA

CHILLUM



1 Miles

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